



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

ALASKA ARMY NATIONAL GUARD

OFFICE OF THE COMMANDER

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NGAK-CO

1 January 2013

MEMORANDUM FOR All Alaska Army National Guard Soldiers and Employees

SUBJECT: Alaska Army National Guard Fiscal Year 2013 Safety and Occupational Health Plan

1. The enclosed AKARNG FY13 Safety and Occupational Health (SOH) Plan implements the U.S. Army and NGB SOH Plan goals and objectives for FY13. Each commander, down to the battalion level, is required to develop a SOH plan which ensures adherence to Army guidance.
2. Our goal for FY13 is a 10% reduction in all on-duty and overall accident rates. This is an achievable goal that will require everyone's involvement and commitment. While the total number of injuries decreased this past year, we continue to experience a high number of preventable personal injury accidents; primarily while conducting the APFT or personnel sporting events.
3. Most off-duty/non-duty personal injury accidents occur because personnel fail to assess a task before they act. The use of Composite Risk Management (CRM) during sporting activities will yield positive accident reduction results. Leaders must reinforce the need to do the same for all off-duty/non-duty activities as well, while ensuring all accidents and injuries are being reported to commanders and supervisors, and entered into the REPORT-IT system by Additional Duty Safety Officers or Collateral Duty Safety Officers.
4. It is vital that we do everything we can as professionals to ensure the protection of our most valuable resource, our Soldiers, Employees and their Families. If you see an unsafe act or condition, have the courage to make an on the spot correction or, bring it to the attention of the chain of command or those responsible for the activity. Do not walk by hazards and never compromise the safety of yourself or others. Requiring tasks to be performed to standard will result in a reduction of accidents, increase the organizations capabilities, and safeguard the welfare of our resources.
5. Point of contact is CW4 Andrew Jensen, State Safety Program Manager, at (907) 428-6480, or e-mail: andrew.jensen1@us.army.mil.

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Brigadier General, AKARNG
Commanding

Encl:
AKARNG FY13 SOH Plan

**Alaska Army National Guard (AKARNG) FY13
Safety and Occupational Health (SOH) Plan**

Goal 1. Improve Accident Reporting

(1) Objective. Timely accident reporting is critical in ensuring that current and complete data is available to conduct accident trend analysis and ensure diminished resources are positioned for greatest overall effectiveness. Commanders and supervisors will ensure that all accidents, including those that involve Soldiers in a non-duty status and Dual Status & Non-Dual Status employees while on-duty, are reported to the Safety & Occupational Health Office (SOHO) and when meeting recording criteria requirements that accident reports are properly processed IAW established requirements.

(2) Method.

(a) Accident reports will be submitted by the unit Additional Duty Safety Officer or the full time employee Collateral Duty Safety Officer using the REPORT-IT system and received by the SOHO in the required 85 days or less for Class A-B-C recordable accidents, and 25 days for all other recordable accidents.

(b) The Human Resource Office (HRO) will improve the AKNG OWCP/FICA program by developing and publishing an OWCP/FICA Claims and Reporting SOP that includes AKNG-Army and AKNG-Air accident reporting requirements, develop an OWCP/FICA shared portal that provides all necessary forms and pertinent information, and provide training to supervisors IOT ensure injured employee claims are expedited and accident reporting requirements are met.

(3) Performance Standard. The SOHO will continue to cross check accident indicators such as Line of Duty Investigations, Financial Liability Investigation for Property Loss, Collateral Investigations, JAG Claims for or against the AKARNG and OWCP Claims while encouraging the implementation of internal accident recording and reporting procedures. Late accident reports will not exceed 10% of the total recordable accidents at the Battalion or Directorate level. (Formula: $(A / B) * 100 = \%$; A = Total number of recordable accidents submitted within time requirements for the quarter. B = Total number of recordable accidents to date) Brigade Commanders will brief the AAG-Army at each quarterly State Safety and Occupational Health Council (SSOHC) meeting on the status of their accident reporting submissions. For those accidents that are Class A-B-C, the responsible Brigade commander shall brief the SSOHC using the 3 W's as described in DA Pam 385-40, Figure 1-1. Accident reports required from OWCP/FICA claims will be briefed at each quarterly OWCP/FICA council by the Directorate accountable for the accident using the 3 W's as described in DA Pam 385-40, Figure 1-1. In doing so, the intent is to reduce accident rates by ensuring the widest dissemination of accident lessons learned and improved management of safety and other resources to prevent the reoccurrence of these accidents is established.

Goal 2. Reduction of On/Off Duty and Non-Duty Motor Vehicle Indiscipline Mishaps

(1) Objective. Overall on/off-duty and non-duty motor vehicle mishaps are trending downward in the state of Alaska, however the primary causal factor of indiscipline is rising upward at an alarming rate. We must achieve preventable accident reductions through the application of effective accident reduction tools.

(2) Method.

(a) Leaders must identify high-risk individuals and intervene with appropriate action. Proactive initiatives include counseling and mentoring but in some cases, further training may be warranted. Training of privately owned motorcycle operators is mandatory and cannot be waived by a commander.

(b) Commanders should refer high-risk individuals to Remedial Driver Training to the extent possible, and if warranted, suspend military driver's licenses in an effort to reduce mishaps that occur while in a training status.

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(c) The utilization of TRIPS shall be enforced IAW AKNGR 385-10.

(3) Performance Standard. The standard for FY13 is to maintain the AKARNG's 0 (zero) percent of fatal motor vehicle mishaps, while achieving a 10 percent reduction in the number of overall motor vehicle mishaps caused by driver indiscipline.

Goal 3. Improve Unit Safety Climate and Culture

(1) Objective. Commanders and Directors/Supervisors will ensure that their safety philosophy is clearly articulated and includes the units/sections METL and Composite Risk Management (CRM) as an integral part of their decision making process; that Soldiers and employees are aware of their significance to the success of the safety program, and that willful violations of safety standards will not be tolerated. Enforcement of safety standards can mitigate high-risk off-duty/non-duty behaviors and lessen the potential of similar actions occurring during on-duty activities.

(2) Method.

(a) Unit commanders will ensure that units have appointed Additional Duty Safety Officers and they have completed the required safety training to include Ground Safety Officer Safety Course for battalion and above commands. Additional safety training is dependent upon the unit's mission.

(b) Supervisors will ensure that they have appointed Collateral Duty Safety Officers and they have completed the required safety training. Additional safety training is dependent upon the sections work environment and mission.

(c) Although Soldiers understand they have the implied authority to take action when they observe an unsafe act; many fail to carry this over into their daily lives. Each Soldier must understand that they are responsible to watch out for their fellow Soldiers, particularly during off-duty/non-duty activities, and are expected to intervene whenever they witness an unsafe act.

(d) All Officers, Warrant Officers, E-7 and above shall complete the Commander's Safety Course (CSC) and all E-6 and E-5's shall complete the Additional Duty Safety Course (ADSC). Soldiers shall complete the Composite Risk Management Basic course (CRM-B) and the Army Accident Avoidance Course (AAAC) at no less than 75% completion rate at the unit level. Brigade Commanders will brief the AAG-Army at each quarterly State Safety and Occupational Health Council (SSOHC) meeting on the status of their safety training compliance rates.

(3) Performance Standard. This multi-level approach fosters a sense of safety stewardship in Soldiers and employees while demonstrating the gravity of poor high-risk decisions. Commanders will support their Soldiers when they enforce safety standards, even in tough situations. The standard for FY13 is a 90% or better compliance rate on all OIP/CIP/ARMS/SASOHI inspections.

Goal 4. Commander's Safety Assessment

(1) Objective. Commanders at the battalion level will enroll and participate in the Army Readiness and Assessment Program (ARAP) within 90 days of assuming command.

(2) Method.

(a) Commanders can register at <https://arap.safety.army.mil>. Following registration, Soldiers will complete the web-based assessment capturing unit posture on command and control, standards, accountability, and risk management.

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(b) After a confidential debrief from the Army Combat Readiness/Safety Center, battalion commanders will brief their chain of command on key results and courses of action, and develop and execute an action plan.

(3) Performance Standard. At mid-tour or twelve months in command, the commander will conduct a follow-up assessment to evaluate unit progress against initial results.

Goal 5. Personal Injury Reduction

(1) Objective. Personal injury, due to on/off-duty and non-duty physical training or sports related activities, continues to be one of the AKARNG's top injury producing activities. Commanders shall stay engaged and establish unit cultures in which these activities are consistently conducted to standard.

(2) Method.

(a) Commanders will achieve this through sanctioned and certified sports clubs and organizations, such as snow machine and parachuting clubs.

(b) Many of these clubs and organizations are available at no cost to the Soldier, and provide a wealth of knowledge and experience.

(3) Performance Standard. Commanders will ensure leaders and subordinates are trained on proper techniques to avoid musculoskeletal injuries caused by overuse and over-training while requiring Composite Risk Management worksheets to be completed for all on-duty physical training or sports activities.

The Alaska Army National Guard FY 2013 Safety and Occupational Health Objectives are obtainable at every level. Brigade Commanders shall use the goals, methods and performance standards stated herein to build their own SOH Plan. Each commander may address specific mission profiles and accident trends specific to their Brigade within their SOH Plan.